



# **Missing Child Policy**

**Yohden Primary School**

As soon as an alert is received that a child is missing, a senior member of staff must be informed.

A search of the buildings and grounds will then be carried out by all available adults. **No groups of children or class must be left unsupervised.**

If it is evident that the child has left the premises, both the police and parents/carers must be informed immediately.

If the child is found in the building/grounds, then a senior member of staff will speak to the child about the dangers of 'going off' alone. Parents will be contacted by either telephone or text message, and then in writing.

If a child leaves school at the end of the day but does not arrive home, the police will be informed and the parents/carers of all pupils in school will receive a text message asking if they know the whereabouts of the missing child. Once the missing child has been found, another text message will be sent to the parents/carers of all pupils in school notifying them that child has been found.

A review will be carried out by the members of the senior management team with all concerned staff, and the policy and procedures will be updated accordingly.

Approved by Governors Autumn 2016.  
To be reviewed every three years.